

Bandon Hill Primary School Parent Partnership Meeting 23.1.24

School Colleagues present: Mr Hopkins and Mrs Harris

GLT Colleagues present: Mrs Easaw and Mrs Hunter



Focus	Summary of Discussion	Key Actions
Role of the group	<ul style="list-style-type: none"> ● Establishing a shared understanding of this group, how can it work best? What are we attempting to achieve? How and why? ● The desire for consistency across the meetings. ● Would like the meetings to be a chance for parents to better understand the direction the school is moving to improve children's learning and to understand the strategy behind decision making. ● Want to make sure this is a group for reciprocal sharing of ideas rather than just an information point. Want to see the evidence of action from the things that have been discussed. 	<ul style="list-style-type: none"> ● Ensure that the key content of the meeting is shared with all parents within the week of the meeting ● Detailed minutes of the meeting to be shared with attendees within the week of the meeting ● Add key updates from the meetings in school newsletters ● Create a register of what is to be discussed ● Agenda to be agreed ahead of time and timings allocated to give an indication of how long to spend on each item
Communication between school and home	<ul style="list-style-type: none"> ● New strategy proposed (see below) ● Content of communication is accurate and proofread, parent and carer contacts need to receive key comms not just first parent / carer ● Year groups need to have consistent comms and contact ● Payments on Parent Pay can be challenging - paying for trips is coming under club payments ● Anything that can support school to enable trips to move forward? Are enough people claiming funding available? ● Could a year group's cake sale go towards trips to help 	<ul style="list-style-type: none"> ● Add contact books line and clarify that MCAS and text are the same thing ● School to complete the communication plan and share with the community ● School to look at finance options around school trips ● School to investigate communication for all contacts for a pupil, not just contact number one





	<p>funding?</p> <ul style="list-style-type: none"> • Gratitude that has been shared by the group in Yr 3 and Yr 1 • Mrs Turner and Mr Haddock thanked for their high levels of parent support 	
SEND	<p>There was a question about who to take questions / concerns to related to Special Educational Needs and Disabilities (SEND). Mr Hopkins explained that Mrs Newsome is now full time Inclusion Leader and SENCO so she is the person to contact. Her email address is knewsome@bandonhillprimary.co.uk and she also answers send@bandonhillprimary.co.uk</p>	
PSA	<ul style="list-style-type: none"> • Recruitment drive to build vision and inspire parents and carers to want to support • Coffee morning to find out what PSA do - could we have an open PSA session to open up ideas 	Mr Hopkins to lead recruitment drive (then run survey) for any parents who might want to lead or support PSA
Date	Previous Actions	Action Complete
Oct' 2023	Daring to Dream. ACTION: Parents feedback by email. Final Vision to be shared by RH to PP.	In process
Oct' 2023	Y6 online behaviour. ACTION: Y6 teachers to teach online safety refresher. Delivered by class teachers (and also revisited this half term again)	Yes
Oct' 2023	Communication ACTION: RH to share class teachers' direct emails with Parent Partnership reps who will communicate directly with class teachers. Not necessary. Further discussions to follow later in the meeting.	Action changed as part of wider communication plan discussed today (see below)
Oct' 2023	Wrap around care. ACTION: Organise staffing, costs and implementation for Summer/Autumn 2024 start. RH to share current progress on this.	In process

Items for next meeting: (Any time-sensitive issues should be taken directly to Mr Hopkins if they can't wait until the next meeting. These will be noted below for transparency)

- Parent engagement activities - which ones to Stop, Start and Continue

Bandon Hill Parent-School Communication

<p>Messages via MCAS and Letters</p>		<p>Some messages will be sent as a reminder for events and commitments that have already been communicated to the school family. These reminder messages might be to the whole school (such as a reminder for a MUFTI Day) or for a specific class or Year group (for example a Nativity at Christmas).</p> <p>Most letters will be sent out by MCAS while others will be sent as a paper copy. We aim to send out letters telling you about new events/trips/activities with at least four weeks' notice. The exception will be if we are offered an opportunity for our children with short notice and we think that it is something that we should organise at short notice. There might be a reminder message nearer the time if it is appropriate.</p>
<p>Social Media</p>		<p>Our Instagram page is there to celebrate what has been happening in school. This is the place to go to see photos, messages, reports and reviews of all that has been happening in our school. You might find out about something that has been happening that you were unaware of as it was not linked directly to your family.</p> <p>Please be aware that you do not need to have an Instagram account to be able to see what is happening – just follow the link directly from the website.</p>

<p>Website</p>		<p>Our website will contain all the statutory information for the school. The content of the website will remain fixed, with the only information that will be regularly updated being the school calendar and copies of letters that have been sent home. New school policies will also be added throughout the year, as many are reviewed annually.</p>
<p>The Newsletter</p>		<p>Our whole school newsletter will be sent out each week. It will contain reminders for all key dates, requests or reminders. It will also contain a message from the Headteacher or Deputy Headteacher. We will also use it to share opportunities for clubs and activities that are being held locally which families may wish to take advantage of. The spellings for the following week will be added to this newsletter.</p>
<p>Contact books</p>		<p>Contact books are the daily communication between parents and teachers, serving as a platform for short messages from home or school. Staff members will sign the book daily (even in the absence of messages). The contact book is also where parents record and sign their child's daily home reading. We recommend reading five times per week. We ask that urgent information for that day, such as a medical appointment or a change of pick-up arrangements, is communicated directly to the office by email, phone or through conversations with the office team face-to-face.</p>
<p>Emergency Messages</p>		<p>Emergency messages will be communicated by email, text, Instagram and the website. An obvious example of this would be a school closure.</p>